

SECRET  
Security Information

TO: Chiefs; Field Bureaus  
FROM: Chief, FBIS  
SUBJECT: Letter of Instructions

13 January 1953

*[Handwritten signature]*  
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GENERAL

1. Plans for joint use by the resited Okinawa Bureau and ACAN of space at Sobe have been approved by Far East Command. Commencement of operations at Sobe must await removal of a USAF transmitter now operating there which the Air Force indicates cannot be accomplished prior to 1954. It is understood that Twentieth Air Force will have disbursement authority to cover all costs in connection with the FBIS relocation from Bolo Point and that the Okinawa District Engineer will prepare detailed plans for the project.
2. Project Review Committee approved the construction of eight additional houses in Okinawa. Real Estate and Construction Division has initiated action to transfer funds to the VOA for construction. The Chief, Okinawa Bureau has been authorized to purchase furniture for the eight houses now nearing completion. It is expected that this group will be ready for occupancy in March 1953.
3. Plans and specifications for the new West Coast station near Santa Rosa, California are 75% complete.
4. Real Estate and Construction Division will send a representative to Cyprus in the near future to investigate and arrange long term leasing of housing for the Mediterranean Bureau. Although confirmation of USAF plans to locate an installation in the area has not yet been received, the decision to proceed was made on the basis that if either the British or the USAF concentrate personnel in the area, it is doubtful whether FBIS could then act promptly enough to forestall loss of private housing.
5. The Mediterranean Bureau will absorb into its regular equipment the emergency complement used in the Pakistan survey. To provide another emergency complement for the Mediterranean Bureau, emergency equipment now at the West Coast Bureau will be shipped to Cyprus.
6. The Tokyo Bureau moved to new quarters in the Mitsubishi Shoji Building, Tokyo, on 29 December.
7. Arrangements have been completed at the West Coast Bureau for medical support through facilities of the Veterans Administration in Los Angeles. The program has been approved by the Agency Medical Office and is now in full operation.
8. The Sixth Meeting of the FBIS - BEC Joint Coordination Committee was held in the Office of the AD/O on 4 December.   Head, BEC Monitoring Service, represented BEC.

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ADMINISTRATION

1. Bureaus are again cautioned against sending teletype messages of an unofficial nature (e.g. stork arrivals). Unless such information has an operational implication such as amendment to a travel order it cannot be considered wire material.

2. Some Bureaus continue to request air shipment of supplies, with special reference to forms. Such requests will be reviewed critically. Air shipments, whether by mail or pouch, are expensive and except for real emergencies which cannot be anticipated, should not be requested. This applies to all categories of administrative and operational supplies and equipment.

3. As an enclosure to this Letter of Instructions there is included for overseas bureaus a sample blank Purchase Order which it is believed will be of considerable advantage to the bureaus. If this form is desired, the Administrative Office should be notified in the very near future of the estimated number required for the last three quarters of the current calendar year. These forms are not stocked and must be made up.

4. Any employee receiving an advance of Government funds is responsible for prompt and complete accounting upon fulfillment of the purpose for which such funds were advanced. Liquidations of advances are required at the earliest practicable date consistent with the purposes for which they are approved. Delinquencies in this matter result in disciplinary action.

5. Travel vouchers are being forwarded by some bureaus without signatures of Bureau Chiefs in the "Approval Recommended" line. Bureau Chiefs are properly responsible for signing as recommending approval for all travel vouchers submitted to the department, except their own.

6. An opinion has been rendered that reimbursement for the professional license fee assessed by the Municipality of Karavas, Cyprus, against FBIS employees may properly be made to non-permanent resident U. S. citizens and foreign nationals who were transported to Cyprus at FBIS expense for employment with the Mediterranean Bureau. Eligible employees regardless of present station may file claims on Standard Form 1034 with supporting receipts. Claims by personnel now stationed elsewhere than Cyprus should be forwarded to the Administrative Officer FBIS for payment. Claims of personnel in Cyprus should be processed locally by the Mediterranean Bureau in routine manner. Vouchers should indicate that the claims are for municipal professional license fees paid to the local government while on duty in Karavas, Cyprus, as an employee of the FBIS Mediterranean Bureau.

EDITORIAL COMMENT

1. Representatives of the Industrial Register Division, Office of Collection and Dissemination, have informed editors of the USSR, Eastern Europe, and Far East Daily Report and Abstract publications that IRD is now dealing on a current basis with raw intelligence, that is, FBIS and POW-defector information, of which the former is the most up-to-date. It was stated that Economic Abstract material is used almost in its entirety and is invaluable. Eighty-five percent of material

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discarded by Abstract Editors and sent to IRD for sampling is considered extremely useful and has been incorporated in IRD's filing system as raw copy.

IRD analysts are interested in all information FBIS can furnish on Soviet or Satellite factories, repair shops, housing for workers, and other industrial installations. In their estimation, no item can be discarded without some attention. They are interested in factory names even though it may be assumed that such information is already known. Any additional fact about an installation which confirms its existence and current operation is of interest. Where there are several installations of the same name in one city, native-language translations of plant names and products should be furnished by Field Bureaus.

IRD analysts say that Far East Abstracts are practically their only source of economic information on Communist China and that great improvement in quantity and quality has been noted in the last six months. More economic information on other Far Eastern countries is desired, including material from the Philippines.

#### FIELD OPERATIONS

1. FBIS has formally requested that the BBC undertake monitoring coverage of the Soviet Baltic Republics and adjacent areas, as outlined in a survey conducted by the PBC at Stockholm. The FBIS request was based on indications by the several Intelligence Advisory Committee Agencies in Washington of the desirability of filling this gap in regional coverage of the USSR. The British need for such coverage was favorably considered by the British Joint Intelligence Committee in London on 10 December. Although a number of obstacles remain to be overcome by the BBC, the London approval represents a major step toward the establishment of a monitoring operation in Stockholm.
2. Pakistan reception survey data is now being studied and evaluated.
3. The 1952 Annual Information Report on station and program characteristics within the West Coast Bureau's area of coverage responsibility is supremely well done. West Coast Bureau is congratulated on an exceedingly informative report.
4. The last remaining BBC liaison officer with FBIS was withdrawn from the Mediterranean Bureau under the terms of an agreement reached with the BBC that liaison hereafter will be effected by periodic visits of senior BBC staff members to FBIS bureaus.
5. Comparison of FBIS and BBC coverage schedules reveals considerable duplicated coverage at several FBIS bureaus. Bureaus which do not regularly receive BBC coverage schedules should advise the Operations Officer FBIS in order that arrangements may be made to supply them. It is recognized that some duplication is advantageous, however unnecessary duplication should be eliminated from bureau schedules. One indication of such necessity is whether or not FBIS publications regularly use the London or the other bureau's versions of the duplicated programs. Caversham coverage should also be considered in connection with coverage adjustments or reductions necessitated by staff shortages and work overload.

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6. FBID was commended by the Assistant Director, Office of Current Intelligence, for its prompt handling of an OCI request on 1 January to be on the alert for a possible signal for revolutionary outbreaks in Colombia to be broadcast over Voz de Bogota. East Coast Bureau intercepted a message broadcast from Bogota which was promptly forwarded to OCI by the Washington wire editor and which proved to be of considerable value to OCI. All concerned are commended for their alert and expeditious handling of this item.

7. A second teletype channel from London to Heidelberg for FBIS traffic became operative on 28 November. Use of this circuit has improved regularity and smoothness of traffic flow from London to Washington and to VOA Munich.

SPECIAL REPORTS

1. In preparing reports for the White House, Special Reports Branch finds especially useful such roundups of radio reaction as Kyrenia's FYI summarizing reaction to Stalin's New York Times interview. The brief reference to non-Arab reactions which were reported by Arab transmitters would have been more useful with some expansion, since a given radio may indicate its own reaction in the selection of outside reactions to report.

2. All bureaus did well in supplying complete and accurate commentary lists and consolidated summaries over the holiday period in spite of reduced staffing.

3. The steadily improving quality of the consolidated summaries prepared by Okinawa and Reseda has virtually eliminated coding differences between the two stations, thus facilitating departmental processing of the material.

4. The Special Reports Branch is encouraged by the increasing number of FYI's on Moscow treatment of special events or themes. Information on the volume of news items that Radio Moscow devotes to certain events is especially helpful, since newscast items are systematically available in Washington only within the small scope of "Newswatch" summaries.

5. Austrian Bureau's special coverage of the Vienna Peace Congress was most helpful to Special Reports Branch in providing a full factual background against which subsequent propaganda exploitation could be evaluated. Such special coverage should not be substituted for regular filing of information from normal radio and press scrutiny sources, however.

6. An FBIS proposal to discontinue CFF reports was rejected, and evaluative guidance was promised by the principal user of the reports. Steps are being taken to obtain additional guidance promptly.

7. A review of radio comment on Mr. Churchill's visit to the United States was delivered to the President on 8 January, with a copy for Mr. Churchill.

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8. FBIS received a commendatory memorandum from the Assistant Director, National Estimates, for the voluntary contribution of a paper relating to an urgent estimate in preparation. The FBIS paper had furnished a brief characterization of Moscow radio propaganda about Albania. At the suggestion of the AD/NE, arrangements were made for an FBIS representative to attend Board of Estimates discussions of the terms of reference for selected estimates.

9. At OCI request, a comparison was made of Communist radio propaganda about Iranian affairs before and after the rupture of diplomatic relations with Britain.

10. A thorough study of Communist radio propaganda on the Slansky trial was published as a supplement to the Survey of USSR Broadcasts. OIR has expressed especial interest in such a study.

11. Foreign radio comment on the Stalin-Reston exchange was reviewed for the White House.

PERSONNEL CHANGES

1. New Employees

Teleg Typwr Opr.  
Info Spec (Fgn Brdcast)  
English Monitor

Editorial Branch  
Editorial Branch  
West Coast Bureau

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2. Separations

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3. Reassignments

From

To

Info Spec (Fgn Brdcast)  
Okinawa Bureau

Info Spec (Fgn Brdcast)  
Saigon Bureau

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Electronic Engineer  
Mediterranean Bureau

Electronic Engineer  
West Coast Bureau

Info Spec (Fgn Brdcast)  
Editorial Branch

Info Spec (Fgn Brdcast)  
West Coast Bureau

Publications Editor  
Special Reports Branch

Intelligence Assistant  
Special Reports Branch

Info Spec (Fgn Brdcast)  
Editorial Branch

Info Spec (Fgn Brdcast)  
Tokyo Bureau

Info Spec (Fgn Brdcast)  
Tokyo Bureau

Info Spec (Fgn Brdcast)  
Editorial Branch

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3. Reassignments (Con't.)

From

To

Electronic Engineer  
Mediterranean Bureau

Electronic Engineer  
West Coast Bureau

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ALAN M. WARFIELD /

NOTE:

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The contents of Letters of Instruction are classified up through SECRET. Some of the subjects discussed are sensitive Security Information. It is not practicable to indicate the classifications of each item mentioned, therefore, all members of FBIS reading these instructions will exercise care to insure against a security violation.

A.M.E.